LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary

Pre-Bid Conference Summary

The following is a summary of items discussed at the Pre-Bid Conference held on Tuesday, August 28, 2018.

This summary is intended to be a general record of the meeting and *does not* constitute an amendment to the Invitation for Bids (IFB).

- **Introduction:** The meeting opened at 10:05 a.m. Abdullah Unseri from the Maryland Department of Housing and Community Development (DHCD) presided. Three (3) representatives from three (3) unique vendors attended.

- **Overview:** Mr. Unseri went over key information of the solicitation:

Solicitation Number:	S00R8400017
Title:	Lead Paint Risk Assessment and Inspection Services
Issue Date:	August 15, 2018
Due Date:	September 17, 2018 at 2:00 p.m.
Question Deadline:	September 10, 2018 at 12:00 p.m.
SBR Designation:	Yes

- **Page 12, Section 1.24 - Mandatory Contractual Terms:** Mr. Unseri called attention to this section of the IFB and stated that the State's mandatory terms and conditions are in the Code of Maryland Regulations (COMAR) and that taking exception to them may result in a proposal being rejected.

  - By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted the terms and conditions of this IFB and the Contract, attached herein as Attachment A. Any exceptions to this IFB or the Contract must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection

- **Page 18, Section 2 - Minimum Qualifications:** Mr. Unseri explained that a factor that can automatically render a bid not reasonably susceptible of being awarded a contract is not providing documentation of minimum qualifications.

  2.1.1 EXPERIENCE

  The bidder shall have a minimum three (3) years of experience providing lead paint risk assessment inspections in accordance with the tasks described in the Scope of Work with at least 100 risk assessment inspections per year for the last three (3) years.

2.1.2 LICENSURE

The bidder shall be licensed and accredited by the MDE as a Lead Paint Risk Assessor and Lead Paint Inspector Technician

2.1.3 CERTIFICATION

All inspectors/assessors to be assigned by the contractor to perform under this contract must hold a valid Maryland Department of Environment (MDE) issued Risk Assessor (RA) certification in lead assessment or clearance inspection.

- **Pages 19 to 23, Section 3 – Scope of Work:** Mr. Unseri introduced David Klingler to speak in regards to the Scope of Work.

3.2 Scope of Work - Requirements

A. ***Paint Inspections***. Paint inspections shall be performed by Maryland Department of Environment (MDE) accredited Lead Paint Risk Assessors or Lead Paint Inspector Technicians. The paint inspections shall meet or exceed the recommended protocol of the State of Maryland and Chapter 7 of the *HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* (2012), the requirements of 24 CFR 35.1320 **(**"Lead-based paint inspections, paint testing, risk assessments, lead-hazard screens, and reevaluations."), and the work practice standards under 40 CFR 745.227("Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities.").

1. Testing of each property shall consist of a full lead paint inspection of interior and exterior areas using a single family testing protocol. DHCD requires testing of all painted and varnished surfaces on the property up to 10 feet in height.

2. Testing shall be performed using an XRF analyzer and operated in accordance with the manufacturer's performance characteristic sheet (PCS) which details proper use of the equipment. Paint chip analysis will be performed only in the case that the XRF testing would produce inconclusive results, as required by the testing protocol.

B***. Risk Assessments*.** Risk Assessments shall be conducted by MDE accredited Lead Paint Risk Assessors or Lead Paint Inspector Technicians. Lead abatement services providers shall comply with COMAR 26.16.05 ("Procedures for Performing Lead Abatement Services."). The protocols shall meet or exceed the recommended requirements of Chapter 5 of the *HUD Guidelines for the Evaluation and Control of Lead-Based Paint in Housing* (2012), and the requirements of 24 CFR 35.1320 **(**"Lead-based paint inspections, paint testing, risk assessments, lead-hazard screens, and reevaluations."),, as well as the work practice standards of 40 CFR 745.227 ("Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities.").

The level of assessment will adequately evaluate the risk of exposure to environmental lead and may consist of a screen risk assessment or full risk assessment depending on the particular circumstances of the property rehabilitation case.

1. The screen risk assessment is an abbreviated form of evaluation and will only be applicable where a property is in good condition and there is a low probability of finding lead-based paint hazards. Upon completion of a paint inspection to a property, the selected consultant and DHCD shall agree whether a screen risk assessment is suitable to evaluate the lead hazard, if any. The screen risk assessment shall consist of:

   a. Visual inspection of the building for defects that affect paint systems, including completion of HUD Form 5.1, Building Condition Form;

   b. Visual inspection of paint systems and rating the systems using Table 5.3 - Categories of Paint Film Quality of the HUD Guidelines or by such methods or standards to be implemented under 40 CFR 745.65 ("Lead-based paint hazards.");

   c. Collection and analysis of two composite dust samples (one from windows and one from floors) in accordance with Scope of Services, Section D, Dust Testing for Lead Contamination; and

   d. Collection and analysis of two composite soil samples in accordance with Scope of Services, Section E, Soil Sampling for Lead Contamination.

2. The full risk assessment shall consist of the following components:

   a. If occupied, collection and documentation of background information on the property such as history and use patterns;

   b. Visual inspection of the building for defects that affect paint systems, including completion of HUD Form 5.1: Building Condition Form;

   c. Visual inspection of paint systems and rating of the systems using Table 5.3: Categories of Paint Film Quality of the HUD Guidelines or by such methods or standards to be implemented under 40 CFR 745.65 ("Lead-based paint hazards.");

   d. Additional testing of intact paint systems, as may be required to quantify risk potential of lead exposure at a property;

   e. Collection and analysis of a total of four single dust samples from areas that represent the greatest risk of exposure in accordance with Scope of Services, Section D, Dust Testing for Lead Contamination;

   f. Collection and analysis of soil sampling for lead-based paint hazards in accordance with Scope of Services, Section E, Soil Sampling for Lead Contamination;

   g. If required, testing of personal items where there is a concern about possible lead exposure in accordance with appropriate regulatory requirements or industry standards; and

h. Development of abatement and management plans as may be required to resolve identified lead-based paint hazards.

C. ***Clearance Inspections***. Clearance inspections shall be performed to confirm that work required to eliminate lead-based paint hazards has been completed in accordance with applicable Federal and State standards and that the work has not increased lead hazards at the property. Each clearance examination shall be performed by personnel properly trained and accredited by MDE as a Lead Paint Risk Assessor or Lead Paint Inspector Technician. Lead abatement services providers shall comply with COMAR 26.16.05 ("Procedures for Performing Lead Abatement Services"). Each examination shall meet or exceed the recommended protocol of Chapter 15 the *HUD Guidelines for the Evaluation and Control of Lead-Based Paint in Housing* (2012), and the requirements of 24 CFR 35.1340 ("Clearance."), and the work practice standards contained at 40 CFR 745.227. Each clearance examination will consist of the following.

1. A visual inspection of the property shall be conducted to determine whether work on targeted components was completed and to ensure that no leaded dust or debris are present. Specific areas that may need to be confirmed include paint removal, paint film stabilization, component removal and replacement, enclosures, soil treatments, encapsulants and interim controls.

2. Dust testing shall be performed to determine the extent, if any, of lead contaminated dust following the work. Dust Testing will be conducted in accordance with the requirements of Scope of Services, Section D, Dust Testing for Lead Contamination. Sampling is to be performed by single wipes, since composite wipe sampling methods, although referenced in Federal Guidelines, are not recognized in the State of Maryland.

3. Should the scope of work involve disturbing exterior paint or abating soil at a property, soil sampling shall be conducted in accordance with the requirements of Scope of Work, Section E, Soil Sampling for Lead Contamination, to ensure that the work did not result in additional soil contamination when compared to baseline samples collected prior to the start of work or that abatement work successfully lowered the lead contamination to more acceptable levels.

D. ***Dust Testing for Lead Contamination***. Lead abatement services providers shall comply with COMAR 26.16.05 – Procedures for Performing Lead Abatement Services. The test shall meet or exceed the recommended protocol of the HUD Guidelines for the Evaluation and Control of Lead-Based Paint in Housing (Appendix 13.1), and the requirements of 24 CFR 35.1315 - Collection and Laboratory Analysis of Samples, and work practice standards of 40 CFR 745.227 ("Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities.").

1. Sampling shall consist of either single or composite samples based on the requirements of the specific protocol and any governing regulatory requirements.

2. Sampling shall be from those areas that represent the greatest risk of exposure, consistent with sampling guidance contained in applicable Federal regulations and Code of Maryland Regulations (COMAR 26.16.09).

3. For composite samples, each sample shall consist of up to four subsamples.

4. Samples shall be analyzed by an ELPAT accredited laboratory for lead content using Atomic Adsorption Spectrophotometry (AAS) or equivalent and meet or exceed the requirements of EPA.

5. Results of the dust testing shall be incorporated into the appropriate report (i.e. risk assessment or clearance) as indicated in Scope of Services, Section F, Reports and Deliverables.

E. ***Soil Sampling for Lead Contamination***. Collection of samples to determine if it is lead contaminated shall be conducted as part of a risk assessment or clearance examination in accordance with COMAR 26.16.05("Procedures for Performing Lead Abatement Services") which meet or exceed the recommended protocol of Appendix 13.3 of the *HUD Guidelines for the Evaluation and Control of Lead-Based Paint in Housing* ([what year?]), and the requirements of 24 CFR 35.1315 ("Collection and laboratory analysis of samples."), and the work practice standards of 40 CFR 745.227 ("Work practice standards for conducting lead-based paint activities: target housing and child-occupied facilities.")..

1. Soil testing shall consist of collection of two composite samples. One composite sample at the building foundation/drip line and one composite sample on the general grounds.

2. Should the property contain items that would constitute a defined play area per the Federal guidelines, then a sample from this area shall be required.

3. Each sample shall consist of eight subsamples.

4. Samples shall be analyzed by an ELPAT accredited laboratory for lead content using Atomic Adsorption Spectrophotometry (AAS) or equivalent and meet or exceed the requirements of EPA.

5. Results of the soil testing shall be incorporated into the appropriate testing report as indicated in Scope of Services, Section F, Reports and Deliverables.

F. **Reports and Deliverables**

1. Upon completion of the paint inspection and risk assessment, the selected consultant shall be required to compile the information and findings into a report to be submitted to DHCD, in duplicate. Each report shall include the following:

a. Summary of findings;

b. Description of the testing protocols;

c. Property information including a sketch of the property; and

d. Narrative and all applicable information pertaining to the risk assessment.

2. Information and findings of each clearance examination shall be complied into a report which meets or exceeds the minimum requirements indicated in the federal regulations and guidelines.

3. Results of the paint inspection shall be classified as being positive, negative or inconclusive for lead when compared to the Maryland regulatory standard of greater than 0.7 mg of lead/cm2 if testing is by XRF; or greater than or equal to 0.5 weight percent led in the dry paint matrix if analysis is by laboratory. Results of other environmental samples, including dust and soil, will be evaluated and classified as meeting or exceeding the most stringent regulatory standard in effect at the time of the evaluation.

- **Page 27, Section 4 – Bid Format:** Mr. Unseri pointed out that it is important to read and following the instructions as per Section 4 of the IFB.

- **Previous Contract:** DHCD-17-01 – Lead Paint Risk Assessment Services

  Award: ARC Environmental, LLC

  Term: 09/21/2016 – 11/23/2018

  Amount: $25,000.00 NTE

- **Anticipated New Contract Start Date:** October 1, 2018.

- **Vendor Questions and Comments:** Questions were asked and addressed and will be posted via a separate document. Questions may be submitted up to 12:00 p.m. on September 10, 2018.

- **Adjournment:** The meeting closed at 10:20 a.m. All vendor attendees signed in.